

**Ministry of Finance
Department of Expenditure
Controller General of Accounts
Public Financial Management System
(GIFMIS Vertical)**

Dated- 28.07.2025

OFFICE MEMORANDUM

Sub- Introduction of new feature of multiple opening and viewing of supporting eDocuments in ebill module of PFMS- reg.

This is regarding introduction of a new feature in e-bill scenario that enables users to open and view multiple documents simultaneously which are available in the eDocument hyperlink section while processing a bill through E-bill mode in PFMS.

2. Accordingly, for ease of users in PFMS in e-bill mode, the new feature has been introduced in the ebill module in which the system will allow the users to open and view multiple documents at the same time. Along with the multiple opening of documents, now the users would also be able to take desired action on the e-claim/ e-sanction/ e-bill in PFMS without the need of closing the document windows.

3. In this regard, a handout/User Manual has been prepared and attached as Annexure to sensitize & familiarise the users with this new feature.

4. All the Pr. CCAs/ CCAs/CAs (I/C) are therefore requested to give wide publicity of this new feature in their Ministries/Departments and sensitize the users accordingly.

This issues with the approval of competent authority.

Encl.: As Above.



**Dy. Controller General of Accounts
(GIFMIS), O/o CGA**

To:

All Pr. CCAs/CCAs/CAs (with independent charge)

Copy for information to:

1. PS to Addl. CGA (PFMS), O/o CGA
2. Sr. Accounts officer, GIFMIS, for uploading on the website of CGA.

Guidelines for Viewing Supporting Documents in E-Bill System

This document provides guidance on using the newly introduced feature in the E-Bill Module that enables users to open and view multiple documents simultaneously which are available in the eDocuments hyperlink section. The feature enhances accessibility and efficiency in bill processing by allowing users to seamlessly navigate multiple documents linked to a bill without needing to close one document to view another. It supports secure access, quick search and filter options, and offers convenient download and print capabilities, resulting in a more streamlined and user-friendly experience.

Previously, whenever we clicked to view a document, it would open in a pop-up window, and only one document could be viewed at a time. Additionally, while a document was open, it was not possible to take further actions—such as passing or returning a sanction or bills until the document was closed.

With this new feature, multiple documents can be opened and viewed simultaneously. This enhancement also allows the users to take desired action without closing the document windows.

How to Use this new eDocuments Feature

1. Login to the PFMS with your User ID and Password for Login.

Access eSanction >> Manage Sanction.



2. Select the Relevant Bill/Sanction

- Choose the sanction / bill to processing and view. Click on it, to open.

https://training.pfms.gov.in/eSanction/eSanctionsManage.aspx?Action=CloseSanction

Sanction No: Sanction Status:

From Date: (dd/mm/yyyy) 01/04/2024 To Date: (dd/mm/yyyy) 31/03/2025

Sanction Amount:

Scheme:

DDO:

Bill No:

TFD No:

Token No:

Bill Type:

Download DSC Window Application (Version : 1.0.1.4)

GeM Sanction IAAA Sanction SNA SPARSH ROSU/GST Refund Repushed External Sanctions

SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Date	Current Status	Bill Number	Token Number	Token Date
IFD/123	Expenditure		211763 - UNDER SECRETARY(CASH)	RPR-48 Other Personal Claims (Newspaper Expenses)	011751 - PAO (Secondary Education & Higher Education)	3000.00	17/12/2024	DigitalSignatoryLast	CP00000010	10	17/12/2024
14356789-155892	SNA_SPARSH	9170 - Rashtriya Uchhatar Shiksha Abhiyan (RUSA)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	RPR - 34A Grants In Aid Bill	011751 - PAO (Secondary Education & Higher Education)	5998.00	03/03/2025	DigitalSignatoryLast			
training1212	Expenditure		211763 - UNDER SECRETARY(CASH)	RPR-48 Other Personal Claims (Newspaper Expenses)	011751 - PAO (Secondary Education & Higher Education)	600.00	12/12/2024	DigitalSignatoryLast	CP00000008	8	12/12/2024
training1512	Expenditure		211763 - UNDER SECRETARY(CASH)	RPR-48 Other Personal Claims (Hospitality)	011751 - PAO (Secondary Education & Higher Education)	200.00	16/12/2024	DigitalSignatoryLast	CP00000009	9	16/12/2024
001	Expenditure		211763 - UNDER SECRETARY(CASH)	RPR - 29 Advance Contingent Bill	011751 - PAO (Secondary Education & Higher Education)	10000.00	28/11/24	DigitalSignatoryLast	CP00000003	3	02/12/2024
9FI118	IntraGovernmentalAuthorization		211763 - UNDER SECRETARY(CASH)		011751 - PAO (Secondary Education & Higher Education)	50.00	11/10/2024	Closed			
14356789-155892	SNA_SPARSH	9170 - Rashtriya Uchhatar Shiksha Abhiyan (RUSA)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	RPR - 34A Grants In Aid Bill	011751 - PAO (Secondary Education & Higher Education)	4350.00	03/03/2025	DigitalSignatoryLast			
SK/IFD/11022-155896	SNA_SPARSH	9170 - Rashtriya Uchhatar Shiksha Abhiyan (RUSA)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	RPR - 34A Grants In Aid Bill	011751 - PAO (Secondary Education & Higher Education)	1056.00	03/03/2025	DigitalSignatoryLast			
SK/IFD/11022-155896	SNA_SPARSH	9170 - Rashtriya Uchhatar Shiksha Abhiyan (RUSA)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	RPR - 34A Grants In Aid Bill	011751 - PAO (Secondary Education & Higher Education)	40920.00	28/02/2025	DigitalSignatoryLast			
APSNASPARSH01	SNA_SPARSH	9170 - Rashtriya Uchhatar Shiksha Abhiyan (RUSA)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	RPR - 34A Grants In Aid Bill	011751 - PAO (Secondary Education & Higher Education)	12600.00	23/04/2024	DigitalSignatoryLast			

1 2 3 4 5 6 7 8 9 10 ...

https://training.pfms.gov.in/eSanction/eSanctionDetails.aspx?sid=wwgrNj39QyGXEhysNBKdHg=-&source=nQ7dy4xO+xy1fT3KqHvUg==

Public Financial Management System-PFMS (Formerly CPMS)

Welcome: ANKIT VERMA
User Type: PAO
Financial Year: 2024-2025

Download DSC Window Application (Version : 1.0.1.4)
Download DSC Java Application

eSanction Details

Controller: 007-HIGHER EDUCATION
Sanction Number: 001
Sanction Type: Expenditure (DDO Bill)
IFD Number: 123/test/2244
Scheme: -
DDO: 211763-UNDER SECRETARY(CASH)

Sanction Status: DigitalSignatoryLast
Sanction Date: 28/11/2024
Sanction Amount: 10000.00
IFD Date: 16/11/2024
PAO: 011751-PAO (Secondary Education & Higher Education)
Remarks:

Created By: pdmhe
Modified By: paoheankit
Claim Type: RPR - 29 Advance Contingent Bill
Created On: 28/11/2024 12:32:11 PM
Modified On: 12/12/2024 04:54:51 PM
eDocuments: e-Documents

Account Details:

Grant	Function Head	Object Head	Category	Amount	Available Budget
026 - Department of Higher Education	2202800012101 - HIGHER EDUCATION STATISTICS AND PUBLIC INFORMATION SYSTEM (HESPIIS)	15 - OFFICE EXPENSES	5 - VOTED	10000.00	989950

Bill Details:

Bill Number: CP00000003
Token Number: 3
Voucher Number: V4
Bill Date: 02/12/2024
Token Date: 02/12/2024
Voucher Date: 12/12/2024

javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("ctl00\$ctl05\$cphBody\$cphBody\$SanctionHeaderDetails\$InkeDocuments", "", true, "", false, true))

3. Access the eDocuments (Hyperlink) Section

- In Sanction page, click on the **eDocuments** hyperlink tab to view the system generated documents as well as supporting documents.

The screenshot displays the PFMS eSanction Details page. The sidebar on the left contains various navigation links. The main content area is divided into several sections. The 'eSanction Details' section shows the following information:

- Controller: 007-HIGHER EDUCATION
- Sanction Number: 001
- Sanction Type: Expenditure (DDO Bill)
- IFD Number: 123/test/2244
- Scheme: -
- DDO: 211763-UNDER SECRETARY(CASH)
- Sanction Status: DigitalSignatoryLast
- Sanction Date: 28/11/2024
- Sanction Amount: 10000.00
- IFD Date: 16/11/2024
- PAO: 011751-PAO (Secondary Education & Higher Education)
- Remarks:
- Created By: pdmhe
- Modified By: pasheankit
- Claim Type: RPR - 29 Advance Contingent Bill
- Created On: 28/11/2024 12:32:11 PM
- Modified On: 28/11/2024 12:32:11 PM

The 'eDocuments' tab is highlighted with a red box. Below the sanction details, there is a table for 'Account Details' and a section for 'Bill Details'.

Grant	Function Head	Object Head	Category	Amount	Available Budget
026 - Department of Higher Education	2202800012101 - HIGHER EDUCATION STATISTICS AND PUBLIC INFORMATION SYSTEM (HESPIIS)	13 - OFFICE EXPENSES	5 - VOTED	10000.00	999950

The 'Bill Details' section shows the following information:

- Bill Number: CP00000003
- Token Number: 3
- Voucher Number: V4
- Bill Date: 02/12/2024
- Token Date: 02/12/2024
- Voucher Date: 12/12/2024

4. View Documents

- eDocument hyperlink will open, and a list of supporting documents will be displayed under each tab. User can click on any document under any tab (**Claim Documents/Sanction Documents/Bill Documents**) to open and view it.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: ANKIT VERMA
User Type: PAO
Financial Year: 2024-2025

[paheankit] Logout
Change Password
Login History
English

e- Documents

Sanction Details

Unique Identifier	Sanction Number	Sanction Amount	Status	Created By	Created Date
202444280	001	10000.00	Digital Signatory Last	pdme	11/28/2024 12:32:11 PM

Claim Documents

CRN	eClaim	Supporting document 1	Supporting document 2	Supporting document 3	Supporting document 4	Supporting document 5
202444280	eClaim_PDF 20/11/2024 02:00 PM	Invoice test.pdf 20/11/2024 12:21 PM	work order test.pdf 20/11/2024 12:21 PM	bank mandate test.pdf 20/11/2024 12:21 PM		

Contract Documents

CRN	Contract Document 1	Contract Document 2	Contract Document 3	Contract Document 4	Contract Document 5
No contract documents found.					

Settlement Documents

No Data found.

Sanction Documents

Budget Overriding Assurance Document	Copy of Approved Note	Other Documents	eSanction	Copy of Delegation of Power
Budget Overriding Assurance Document	Copy of Approved Note	Other Documents	eSanction - 28/11/2024 04:16 PM	

E-LOA Documents

No Data found.

E-LOA Surrender Documents

No Data found.

Bill Documents

Description	Date
Batch order Signatory1	12/12/2024 04:54 PM
Pass Order By PAO	12/12/2024 04:13 PM
Pass Order By Assistant Account Officer	09/12/2024 12:48 PM
Pass Order By Dealing Hand	06/12/2024 11:37 AM
Digitally Signed By DDO(eBill)	02/12/2024 11:18 AM
Returned By PD Checker	28/11/2024 04:12 PM
Return Order By DDO	28/11/2024 04:11 PM

Download All Documents Back

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4. The document opens in a separate window instead of appearing as a pop-up message box.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

e- Documents

Sanction Details

Unique Identifier	Sanction Number	Sanction Amount
202444280	001	10000.00

Claim Documents

CRN	eClaim	Supporting document 1	Supporting document 2
202444280	eClaim_PDF 20/11/2024 02:00 PM	Invoice test.pdf 20/11/2024 12:21 PM	work order test.pdf 20/11/2024 12:21 PM

Contract Documents

CRN	Contract Document 1	Contract Document 2
No contract documents found.		

Settlement Documents

No Data found.

Sanction Documents

Budget Overriding Assurance Document	Copy of Approved Note	Other Documents
Budget Overriding Assurance Document	Copy of Approved Note	Other Documents

E-LOA Documents

No Data found.

E-LOA Surrender Documents

No Data found.

eClaim_PDF
20/11/2024 02:00 PM

1 of 2

e-Claim
RPR - 29 Contingent Expenditure Claim

Controller Code : 007 - HIGHER EDUCATION PAO Code : 011751 - PAO (Secondary Education & Higher Education)
DDO Code : 211763 - UNDER SECRETARY(CASH) PD Code : 40001401 - Cash 3 HE
Contingent Bill Type : Advance Contingent Bill

PART A

Claim Reference No : 202444280 Claim Date : 20-11-2024

A. CLAIMANT DETAILS

- Name of Claimant : Claim Singh
- Address : Delhi Delhi
- Name of the authorized Signatory :
- Mobile No : XXXXXX6623
- Email ID : ankitverma96@gmail.com

B. BANK ACCOUNT DETAILS

- Bank Name : STATE BANK OF INDIA
- Bank Account No : 20343396258
- Bank IFSC Code :

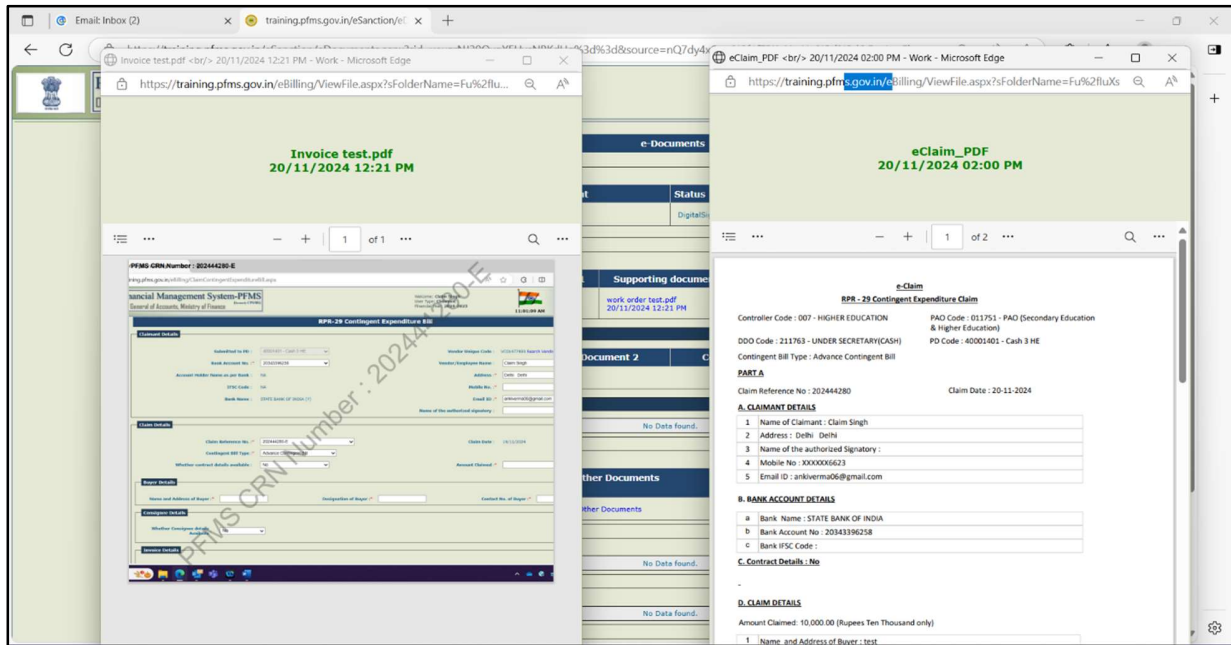
C. Contract Details : No

D. CLAIM DETAILS

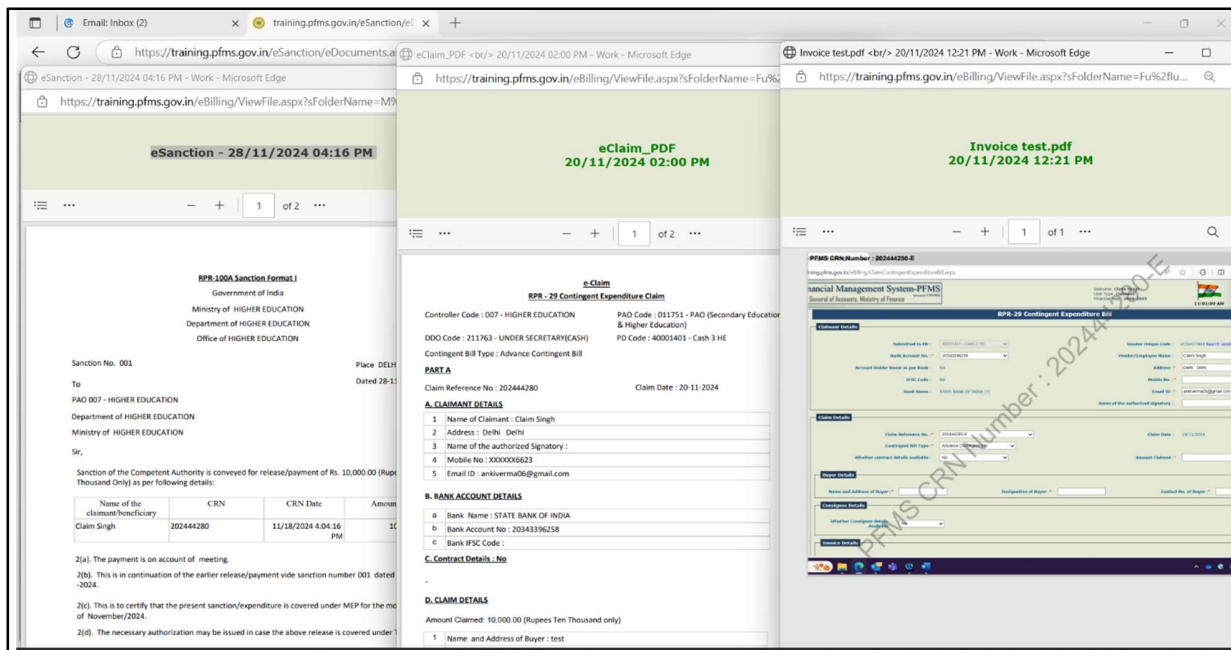
Amount Claimed : 10,000.00 (Rupees Ten Thousand only)

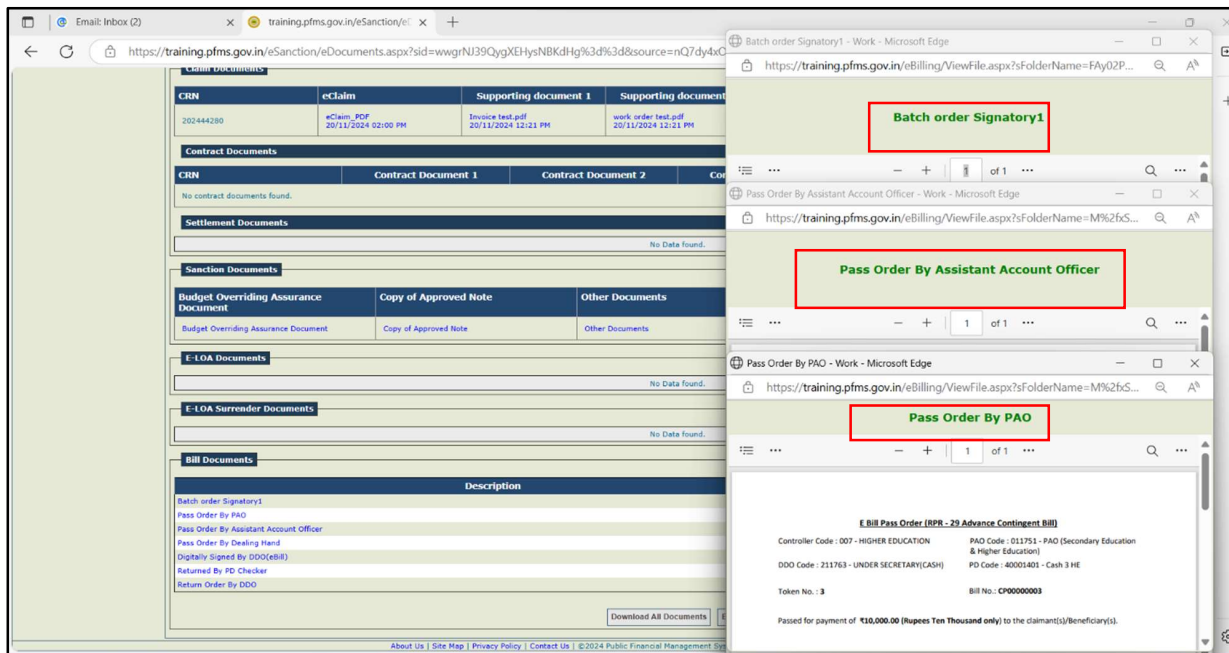
- Name and Address of Buyer : test
- Designation of Buyer : test
- Contact No. of Buyer : 8642382823

5. Users can open another document in a separate window without closing the previous one.

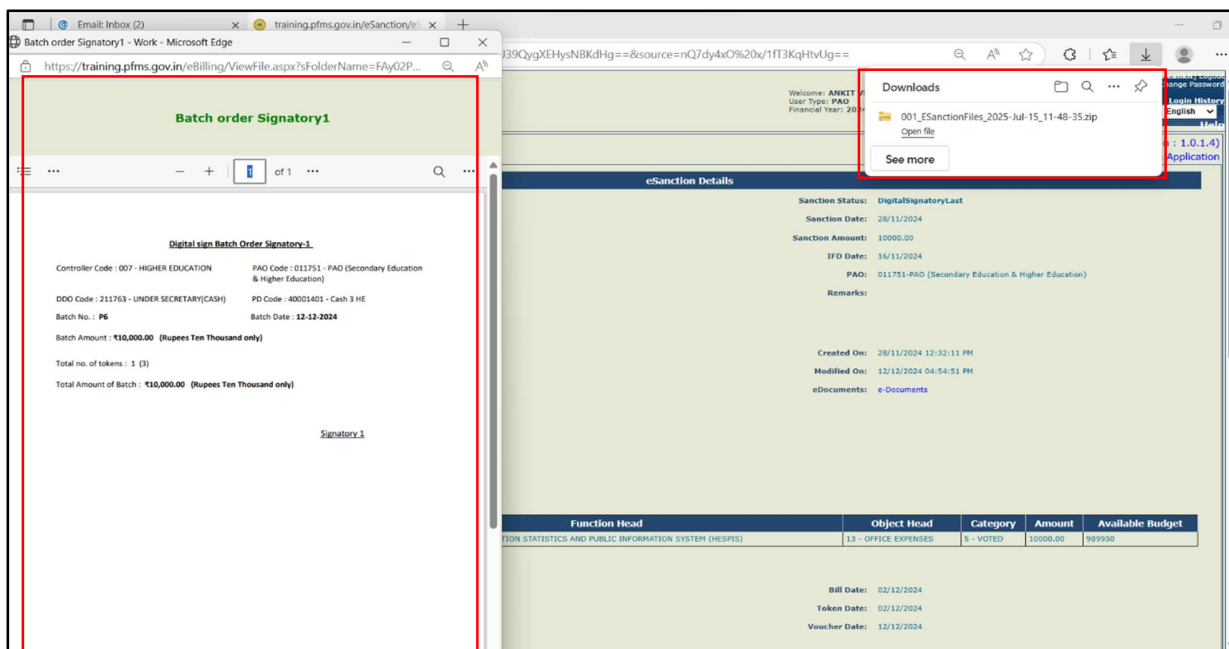


6. The user can view and verify all documents at once, each opening in a separate window.





7. Users can perform the desired action without closing the document windows. They can simultaneously download all documents or back to the sanction page to proceed with other actions, such as approving or returning the bill or sanction. User can also access additional information by opening the “Vendor Details” hyperlink tab.



Finance A

National F

User Man

eSanction

Masters

Users

Failed Tra

Sanctions

Pension

Admin Ha

NER Corre

SHA SPAR

Transfer E

Review Se

Bank Rec

Monthly A

Employee

Reports

Masters

Agencies

Bank

Unspent Balance

Interest Settlement

UC-CSS

Vendor Details

Sr.No	View Transactions	Vendor Name	Account Number	IFSC Code	Gross /Sanctioned Amount	Deduction Amount	Net Amount	Payee Remarks	Not Payal Before
1	View Last 10 Transactions	Claim Singh	20343396258	CNRB0002134	10000.00	0	10000.00	OK	
Total					10000.00	0	10000.00		

Close

Vendor Details

Back

Pass Order By Assistant Account Officer

1 of 1

E Bill Pass Order (RPR - 29 Advance Contingent Bill)

Controller Code : 007 - HIGHER EDUCATION PAO Code : 011751 - PAO (Secondary Education & Higher Education)
DOO Code : 211763 - UNDER SECRETARY(CASH) PD Code : 40001401 - Cash 3 HE
Token No : 3 Bill No : CP00000003

Passed for payment of **₹10,000.00 (Rupees Ten Thousand only)** to the claimant(s)/beneficiary(s).

☒ I have viewed and verified all the details of e-Bill along with all the PDF Documents available under e-Documents.

Signature.....
Designation AAO